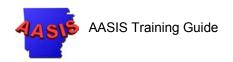# Business Warehouse Reporting
Rank by Appropriation Report

✓ **Click on Workbooks icon**

✓ **Locate the folder titled: Business Warehouse – Folders Only and then locate the Biennial Cost Center Budgeting folder**

✓ **Double click on Rank by Appropriation**

✓ **Place cursor in cell "A1" of worksheet**

✓ **Click on the refresh icon in the SAP Business Explorer toolbar**

✓ **Fill in Fiscal Year (2004)**

✓ **Fill in Business Area**

✓ **Fill in Funds Center (for a single funds center fill in the funds center, for more than one funds center, click the Multiple Selection yellow arrow and on the Single Val tab, enter the funds center numbers)**

✓ **Fill in Fund (optional)**

✓ **Check query selections by clicking on scales**

✓ **Click the Execute icon or press F8 to execute the query**

✓ **Report will be formatted and you will need to fill in Rank and Justification for your change levels**

✓ **In column "A" enter the rank for each change level including the total line. DO NOT RANK BASE LEVEL (BL).**

✓ **Highlight all of the change level data**

✓ **Click on "Data" in the Excel layout menu bar**

✓ **Click on "Sort"**

Business Warehouse Reporting
Rank by Appropriation Report (continued)

- ✓ **Sort Data Box will appear, sort by column "A" and then by column "E" (both ascending), click "OK". This will sort change levels first by rank and then by cost center.**

- ✓ **In column "B" enter the narrative for each change level**

- ✓ **Click on blue save icon in the BW toolbar**

- ✓ **Click on "Save as a New Workbook"**

- ✓ **Scroll down to your Agency folder**

- ✓ **Click on the 2003-05 folder within your agency folder**

- ✓ **Type the report name in the "Description" box**

- ✓ **Click OK**

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Rank by Appropriation

Agency Name	AR STATE LIBRARY
Agency Code	0519
Appropriation Name	Library-State Oprs
Appropriation Code	054
Fund Name	St Lib Acct-State
Fund Code	EPA0100

Rank	Justification	Designation		Cost Center		2001-02 Actual	Pos.	2002-03 Budget	Pos.	Agency Request 2003-04	Pos.	2004-05	Pos.	Exec Rec 2003-04	Pos.	2004-05	Pos.	Legis Rec 2003-04	Pos.	2004-05	Pos.
		BL	Base Level	357201	Office of Stat Libn	134,349	2	141,420	2	144,248	2	147,133	2	0	0	0	0	0	0	0	0
		BL	Base Level	357241	ASL Board Services	7,075	0	8,152	0	8,152	0	8,152	0	0	0	0	0	0	0	0	0
		BL	Base Level	357261	Grants and Res	52,193	1	59,940	1	61,139	1	62,362	1	0	0	0	0	0	0	0	0
		BL	Base Level	3576301	Dep Dir Admin	101,604	0	160,951	0	160,951	0	160,951	0	0	0	0	0	0	0	0	0
		BL	Base Level	357381	Fiscal Svcs	141,710	5	149,168	5	152,151	5	155,194	5	0	0	0	0	0	0	0	0
		BL	Base Level	357421	Internal Svcs	26,265	1	27,648	1	28,201	1	28,765	1	0	0	0	0	0	0	0	0
		BL	Base Level	357461	Info Diss Svcs	38,896	1	40,943	1	41,762	1	42,597	1	0	0	0	0	0	0	0	0
		BL	Base Level	357501	Dep Dir Inf Res	144,451	2	152,053	2	155,094	2	158,196	2	0	0	0	0	0	0	0	0
		BL	Base Level	357541	Collection Dev	151,006	5	158,954	5	162,133	5	165,376	5	0	0	0	0	0	0	0	0
		BL	Base Level	357581	Cataloging	189,811	5	199,801	5	203,797	5	207,873	5	0	0	0	0	0	0	0	0
		BL	Base Level	357621	Documents	91,045	8	95,837	8	97,754	8	99,709	8	0	0	0	0	0	0	0	0
		BL	Base Level	357681	Assoc Dir's Ofc	63,515	1	66,858	1	68,195	1	69,559	1	0	0	0	0	0	0	0	0
		BL	Base Level	357721	State Lib Svcs	69,011	2	72,643	2	74,096	2	75,578	2	0	0	0	0	0	0	0	0
		BL	Base Level	357761	Circ ILL	140,989	4	148,410	4	151,378	4	154,406	4	0	0	0	0	0	0	0	0
		BL	Base Level	357801	Reference	53,000	1	55,790	1	56,906	1	58,044	1	0	0	0	0	0	0	0	0
		BL	Base Level	357841	Ext Svcs	45,980	1	48,400	1	49,368	1	50,355	1	0	0	0	0	0	0	0	0
		BL	Base Level	357881	Dist Spec	56,878	0	59,872	0	59,875	0	59,875	0	0	0	0	0	0	0	0	0
		BL	Base Level	357941	Inst	47,261	0	49,748	0	49,748	0	49,748	0	0	0	0	0	0	0	0	0
		BL	Base Level	357981	Ctr for the Bk	191,213	1	201,277	1	205,303	1	209,409	1	0	0	0	0	0	0	0	0
		BL	Base Level	358201	Network Svcs	37,031	1	38,980	1	39,760	1	40,555	1	0	0	0	0	0	0	0	0
				Total		1,783,283	41	1,936,845	41	1,970,010	41	2,003,836	41	0	0	0	0	0	0	0	0
1	This request is for a Library Services Coordinator to assist school libraries in maintaining electronic database materials for the Blind and Physically Handicapped.	C03		358141	BAPH	0	0	0	0	39,916	1	40,876	1	0	0	0	0	0	0	0	0
				Total		0	0	0	0	39,916	1	40,876	1	0	0	0	0	0	0	0	0
2	This request is for an Administrative Assistant to organize all special projects for the Department.	C04		357201	Office of Stat Libn	0	0	0	0	29,698	1	30,392	1	0	0	0	0	0	0	0	0
				Total		0	0	0	0	29,698	1	30,392	1	0	0	0	0	0	0	0	0
3	This request is for additional postage to make quarterly mailing to board members.	C05		357201	Office of Stat Libn	0	0	0	0	4,410	0	5,950	0	0	0	0	0	0	0	0	0
				Total		0	0	0	0	4,410	0	5,950	0	0	0	0	0	0	0	0	0
4	These are additional operating expenses for support of the Associate Director's Office of the State Library.	C07		357681	Assoc Dir's Ofc	0	0	0	0	10,707	0	10,707	0	0	0	0	0	0	0	0	0
4	These are additional operating expenses for support of Library services of the State Library.	C07		357721	State Lib Svcs	0	0	0	0	9,414	0	9,414	0	0	0	0	0	0	0	0	0
				Total		0	0	0	0	20,121	0	20,121	0	0	0	0	0	0	0	0	0
6	This request is for an Accounting Technician to assist with budgeting and fiscal reporting.	C06		357381	Fiscal Svcs	0	0	0	0	26,723	1	27,341	1	0	0	0	0	0	0	0	0
				Total		0	0	0	0	26,723	1	27,341	1	0	0	0	0	0	0	0	0
7	This request is necessary to more acccurately reflect the duties of the position.	C10	Reclass	357881	Dist Spec	0	0	0	0	2,377	0	2,439	0	0	0	0	0	0	0	0	0
7	This request is necessary to more acccurately reflect the duties of the position.	C10	Reclass	357501	Dep Dir Inf Res	0	0	0	0	2,327	0	2,387	0	0	0	0	0	0	0	0	0
				Total		0	0	0	0	4,704	0	4,823	0	0	0	0	0	0	0	0	0
	Grand Total					1,783,283	41	1,936,845	41	2,095,582	44	2,133,339	44	0	0	0	0	0	0	0	0